

Letter of Intent to Join

*[Community letterhead]*

[Date]

Ms. Cynthia McKenzie  
Federal Emergency Management Agency  
Region IX  
1111 Broadway, Suite 1200  
Oakland, CA 94607

Dear Ms. McKenzie:

The City of \_\_\_\_\_ *[name]* is interested in participating in the Community Rating System so that our residents will qualify for discounted flood insurance premiums.

We have reviewed the CRS with representatives of the California Department of Water Resources during a recent Community Assistance Visit. DWR advises us that we are or soon will be in full compliance with the National Flood Insurance Program and that we can expect to be at least a CRS Class 9.

Please ask the Insurance Services Office to visit us to review our program in depth.

Our contact is \_\_\_\_\_ *[name]* who can be reached at \_\_\_\_\_ *[phone]* or \_\_\_\_\_ *[e-mail address]*.

Sincerely,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ *[name]*  
\_\_\_\_\_ *[title]*

*[Note: this letter must be signed the by chief executive officer of the community, such as the mayor or city manager.]*

cc: Dave Arkens  
Insurance Services Office, Inc.  
3233 Cutty Sark Street  
Las Vegas, NV 89117